

SERVICE UNIT FINANCIAL REPORT

ANNUAL



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Please complete and return this form with copies of receipts & first and last bank account statements attached to this report. Mail to the Council Finance Department at the address listed above by June 30th.

SERVICE UNIT INFORMATION

SU Number: _____

SU Manager, Email and Phone #: _____

SU Treasurer, Email and Phone #: _____

SERVICE UNIT FINANCIAL REPORT

BALANCE ON HAND AT BEGINNING OF YEAR (June 1, previous year) \$ _____

Money received for cookie proceeds (\$0.05 per box sold) \$ _____

Money received from Standards of Brilliance \$ _____

Other Income (donations, money-earning activities) \$ _____

TOTAL INCOME: \$ _____

BUDGETED ALLOCATIONS/EXPENSES GUIDELINES

Recruitment Activities:

• Recruitment of Volunteers & Girls (flyers, forms, events) \$ _____

• Financial Assistance / Scholarships for Girls & Adults
(Memberships, Uniforms, GS Pins, Programs) \$ _____

Volunteer Resources (Girl Guides, Journeys, training materials, etc.) \$ _____

Volunteer Training (Girl Scout University, CPR/FA) \$ _____

Money used from the SU Incentive Cards

Retention Activities:

• Volunteer Recognition (not to exceed \$30 p/volunteer, p/yr) \$ _____

• Financial Scholarships for retraining girls and adults \$ _____

• Retention of Volunteers & Girls (events, activities) \$ _____

GSLE: Day Camps, SU Events, Camping, etc. \$ _____

TOTAL EXPENSES: \$ _____

BALANCE ON HAND AT THE END OF THE YEAR (May 31) \$ _____

BALANCE OF SU CARD AT THE END OF THE YEAR (May 31) \$ _____

(Look up balance on the cookie seller resource page at gswestok.org/cookies or go to www.mercury-gift.com)

SERVICE UNIT SIGNATURES

We verify that all SU funds are accounted for, records are accurate, receipts have been kept, and we have practiced sound financial management of our SU funds.

Service Unit Manager: _____ Date: _____

Service Unit Treasurer: _____ Date: _____